

DOI Work Activity 5B: Maintain Utilities

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome:	All intermediate outcomes where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
 - **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.
2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be preformed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
 - **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
 - **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for utilities maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing utilities (such as, but not limited to, exterior; gas, water, sewer and power lines and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to maintain and repair utilities and necessary appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Utility system receiving maintenance	Unit of Measure: Number of utility systems receiving maintenance during the reporting period.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

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